



STATEWIDE PERSONNEL
— S Y S T E M —

Request One-Time Payment

May 2016



Table of Contents

Request One-Time Payment Business Process	3
Process Overview	3
Event Reasons.....	3
Before you begin.....	3
Procedure: Request One Time Payment	4



Request One-Time Payment Business Process

Process Overview

The **Request One-Time Payment** business process is used to request infrequent payments such as retroactive reclass payment (effective prior to 5/24/2016), annual leave payouts, unused annual leave payouts (for non-terminated employees), severance payouts, referral bonuses or other infrequent employee payments. The steps in the process are listed below.

NOTE: Agency Payroll Partners will get a notification once this event is completed.

	Process Steps	Role	Description
1	Request One-time Payment	HR Coordinator HR Partner	Enter one-time payment request details.
2	Payment Request Approval (Note: Approval routing is based on who initiates the request.)	HR Partner	Agency HR Director approval of one-time payment request.
3		Appointing Authority Partner	Agency Appointing Authority approval of one-time payment request.

One-Time Payment Plans and Event Reasons

You must select a **One-Time Payment Plan** and a corresponding reason when entering the one-time payment details. The table below lists valid reasons

Event	One-Time Payment Plan	Reason
Request One-Time Payment	SPMS Retro Reclass	Retro-Reclass > Retro-Reclass Payment
	STMD Activity Pay	Activity Pay > Activity Pay
	STMD Executive Amount	Bonus > Executive Amount
	STMD Executive Percent	Bonus > Executive Percent
	STMD Performance Bonus (Percent)	Bonus > Performance Bonus (Amount)
	STMD Performance Bonus (Percent)	Bonus > Performance Bonus (Percent)
	STMD Recruitment Bonus	Bonus > Recruitment
	STMD Comp Referral Bonus*	Bonus > Referral
	STMD Retention Bonus	Bonus > Retention
	STMD Comp Annual Leave Payout	Final Payout > Annual Leave Payout
	STMD Comp Severance Payout *	Severance > Severance Payment
	STMD Comp Annual Leave Payout	Unused Annual Leave Payment
	STMD Settlement Amount	Settlement Amount > Settlement Amount
	Settlement Org Payment	Settlement Amount > Settlement Org Payment

NOTE: Reasons marked with an asterisk (*), indicate a reason that is rarely used but can be used, if needed.

Before you begin...

You will need the following information to complete the **Request One-Time Payment** business process:

- Employee's name or employee ID number
- Payment amount (calculated by Payroll staff)

Procedure: Request One Time Payment

Use this procedure to enter and submit a one-time payment to an employee.

Procedure:

1. Search for the employee.

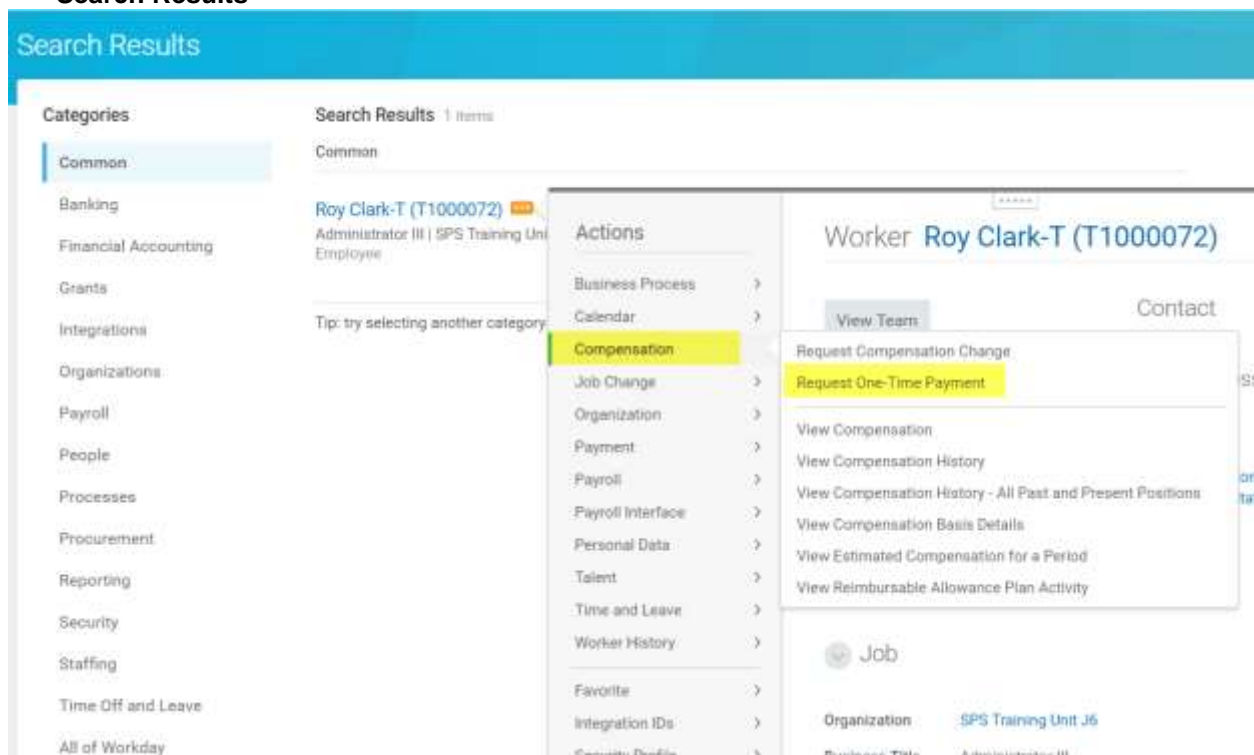


Tip: To find an employee...

- Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
- Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview  icon next to the employee's name.

Search Results





The screenshot displays the SPS Search Results interface. On the left, a sidebar lists various categories like Common, Banking, Financial Accounting, etc. The main area shows search results for 'Roy Clark-T (T1000072)', identified as an Administrator III in the SPS Training Unit. A 'Preview' icon is visible next to the employee's name. On the right, a detailed view of the employee's compensation actions is shown, with 'Request One-Time Payment' highlighted under the 'Compensation' section.

3. In the menu, hover over Compensation and then click the Request One Time Payment hyperlink.

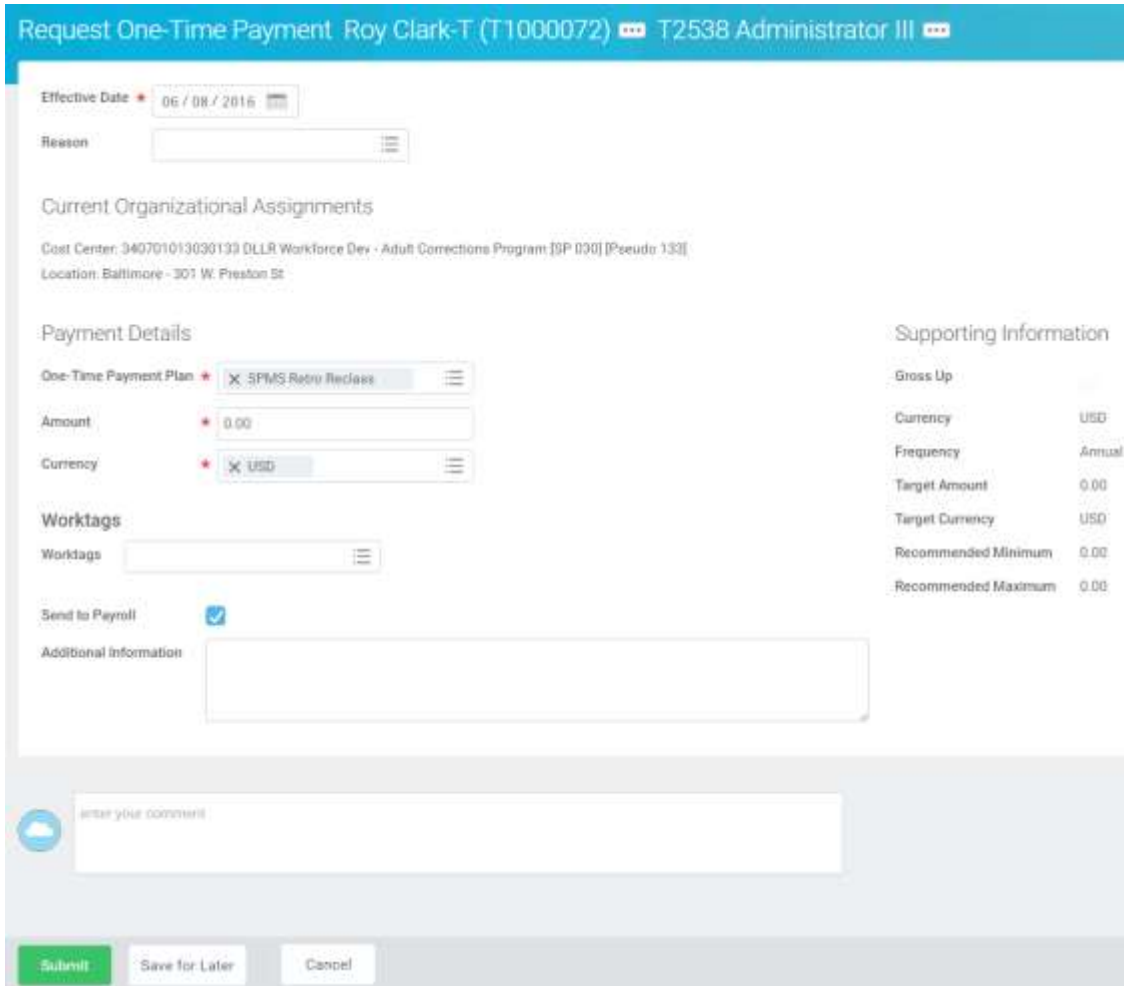


Title: Request One-Time Payment
Role(s): HR Coordinator, HR Partner or designated roles
Functional Area: Compensation Management

Request One-Time Payment Page

4. In the **Effective Date** field, enter or select the effective of the payment.
5. In the **One-Time Payment Plan** field, use the prompt  to select the appropriate plan.
 - SPMS Retro Reclass
 - STMD Activity Pay
 - STMD Executive Amount
 - STMD Executive Percent
 - STMD Performance Bonus (Percent)
 - STMD Performance Bonus (Percent)
 - STMD Recruitment Bonus
 - STMD Comp Referral Bonus*
 - STMD Retention Bonus
 - STMD Comp Annual Leave Payout
 - STMD Comp Severance Payout *
 - STMD Comp Annual Leave Payout
 - STMD Settlement Amount
 - Settlement Org Payment
6. Click the **OK**  button.

Request One-Time Payment Page



Request One-Time Payment Roy Clark-T (T1000072) T2538 Administrator III

Effective Date * 06 / 08 / 2016

Reason

Current Organizational Assignments

Cost Center: 340701013030133 DLLR Workforce Dev - Adult Corrections Program [SP 030] [Pseudo 133]
 Location: Baltimore - 301 W. Preston St

Payment Details

One-Time Payment Plan * X SPMS Retro Reclass

Amount * 0.00

Currency * X USD

Worktags

Worktags

Send to Payroll ☒

Additional Information

Supporting Information

Gross Up	
Currency	USD
Frequency	Annual
Target Amount	0.00
Target Currency	USD
Recommended Minimum	0.00
Recommended Maximum	0.00

enter your comment

Submit Save for Later Cancel

7. In the **Reason** field, use the prompt to select a category and then select the payment reason.

- Retro-Reclass > Retro-Reclass Payment
- Activity Pay > Activity Pay
- Bonus > Executive Amount
- Bonus > Executive Percent
- Bonus > Performance Bonus (Amount)
- Bonus > Performance Bonus (Percent)
- Bonus > Recruitment
- Bonus > Referral
- Bonus > Retention
- Final Payout > Annual Leave Payout
- Severance > Severance Payment
- Unused Annual Leave Payment
- Settlement Amount > Settlement Amount
- Settlement Amount > Settlement Org Payment



Information: The reason should correspond with the **One-Time Payment Plan** selected for this one-time payment request.

8. In the **Payment Details** section, enter the payment amount in the **Amount** field.



Title: Request One-Time Payment
Role(s): HR Coordinator, HR Partner or designated roles
Functional Area: Compensation Management

Note: This payment amount should be calculated by Agency payroll staff. Contact your Agency Payroll staff if you have questions.



Caution: DO NOT uncheck the **Send to Payroll** check box.

9. Enter a comment, if desired.

10. Click the **Submit**  button.

11. The System Task is complete.